



Special Instructions for Part-time Employees with IT0208 Work Tax Area



The following cities have a flat tax rate that will need to have additional data completed on IT0235.

1. City of Caneyville
2. Coal Run Village

These locations have the occupational tax below:

- A flat \$4.33 for full time employees per pay period
- A flat \$2.17 a pay period for part time employees.

The example below uses the City of Caneyville:

As the interface between KHRIS and BSI does not identify employees who are part time and will by default apply the \$4.33/payperiod full-time rate, agencies will need to create IT0235 records for part-time employees working in Caneyville.

Once the employee is set up for IT0208 Caneyville, the HRG will need to create an IT0235 record for Caneyville with the correct effective dates. In the tax type field on the left they would enter 51 and in the Formula Number field, they would enter '02'. This will force the appropriate tax formula to be processed each time the employee is processed through payroll. If the employee changes to full time, the HRA will need to delimit the IT0235 record. If an HRA has already set up a part-time employee and did not complete the IT0235 at that time, one may be created with a start date to match the IT0208 start date, and it will retroactively apply the correct rate.

EE group	A	18A	Personnel area	0001	Executive	Status	Active
EE subgroup	64	C Hourly 37.5	Pers. subarea	1002	PT<100 Exempt		
Start	01/01/2012	to	12/31/9999	Chg.	05/31/2012	JHJ0368	

Tax type exceptions					
Tax authority	KY6E	Caneyville	Tax level	D	City

Other Taxes					
Ta...	Tax Type Description	D...	Default Formula T...	Formula...	Override Formula
51	Employee Occupation Tax	01	EMPLOYEE OCCUP...	02	EMPLOYEE OCCU